



Republic of the Philippines
Benguet State University
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ADMISSION AND RETENTION POLICIES FOR UNDERGRADUATE PROGRAMS
BOR Res. No. 199 series of 2021

Admission and enrolment policies are of primary importance in SUCs to ensure equal access yet get the best or deserving applicants to fill up the limited number of students. Yet, provisions of the BSU Code (October 1990) on admission and enrolment are insufficient and mostly outdated. While the university adopted some practices through the years until its current processes, several aspects need to be enhanced or upgraded to cater to needs of the changing times. More importantly, these need to be approved by the Board of Regents especially so with limited intake in state universities and colleges.

The policies ensure clarity and uniformity all throughout the university in view of greater efficiency and satisfaction among the employees and students. These policies shall be included in the Student and will serve as bases in updating ISO processes on admission and enrolment.

It is hoped that freshmen applicants and students are properly guided and that problems in the processes and delays in the completion of studies will be minimized if not eliminated with policies in place.

PART 1. ADMISSION POLICIES

A. General Policies

1. Admission is open to all who intend to pursue a degree program in the university and who meet the admission criteria.
2. A bridging program maybe prescribed by a college or institute to an applicant who finished a non-K12 curriculum in the high school.
3. The following may apply for admission
 - 3.1. High school graduates prior to SY 2017-18
 - 3.2. Senior high school graduates
 - 3.3. Passers of Philippine Educational Placement Test
 - 3.4. Alternative Learning System Accreditation & Equivalency passers
 - 3.5. Transferees from government-recognized schools
 - 3.6. College graduates (2nd degree takers)
4. Application for admission shall start as early as six (6) months prior to admission in the university depending on the approved Academic Calendar.

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5. Bases for admission shall be
 - 5.1. Quota requirement of 50-60 students per class, of the various degree programs of the different colleges, academic institutes, and campuses;
 - 5.2. Admission requirements depend on applicant classification
 - 5.3. Availability of slots
6. No one shall be denied admission by reason of age, sex or gender, civil status, physical deformity, political affiliation, race, religion, ethnicity or type of secondary education completed.
7. In the event that there are no adequate prospective enrollees to a degree program, available slots shall be filled up on a first-come-first-served basis from among applicants who meet the prescribed admission requirements of the University and college but did not make it in their chosen/priority degree programs due to limited slots.
8. Applicants who passed the admission requirements of the university but did not enroll during the first semester term may be accepted during the second semester or midyear term. If he/she plans to enroll the following school year, he/she has to notify the college he/she plans to join at least three (3) months before the start of the coming semester. He/She will be re-ranked together with new applicants if entering during the first semester.
9. Bridging courses, if deemed necessary by the colleges, may be conducted among non-K12 high school graduates. An alternative is the incorporation of some needed courses in the curriculum.

B. Specific Policies

B.1. High School Graduates and Grade 12 Students (non-transferees, non-shifters)

1. Grade 12 GWA for high school graduates and Grade 11 GWA for those currently enrolled in senior high school. For final admission of those currently in Grade 12, the Grade 12 GWA shall be considered for enrolment. In both cases, a GWA of 80% is set as minimum qualification for those applying in the non-board degree programs and 86% in degree programs with licensure examinations.
2. Grades of 86% (2.00) or better in English, Science and Math for applicants of degree programs with licensure examinations
3. Interviews shall be conducted by the Department Chairpersons or Institute Directors among the qualifiers based on grades. Interview schedule to be provided by the office of the VP Academic Affairs.
4. Co-curricular and extracurricular involvement in high school may be considered.

NOTE: Items 3 & 4 replace the BSU Admission Test. For the current schooyear, the admission process was modified by suspending the Admission Test as approved by the BOR for pandemic times or any situation that endangers the applicants and employees to health and/or security risks or hamper travel during the months of examination.

B.2. Transferees

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Thorough evaluation of transferees is necessary considering especially the (a) conditions for Free Higher Education Tuition and Other School Fees e.g. need to finish degree within the allowable time period, and (b) availability of slots in the course/section.

1. Must come from Higher Education Institution recognized by the government (CHED) or TESDA
2. Has a General Weighted Average of 80% (2.50) or better for all subjects finished.
3. Passed accredited and registered diploma programs of more than 1 year
4. Has NOT completed more than 50% of the units required for the degree program.
5. Generally accepted for the 1st semester. The decision to accept transferees during the 2nd semester depends on the evaluation results.
6. Validation of examination is conducted for crediting of subjects prior to enrolment.

B.3. Shifters

1. Applicant must have a General Weighted Average of 2.50 (80%) or better from last degree enrolled
2. Shifting of degree program will only be allowed twice.

B.4. Foreign Students

1. Must meet all the prescribed requirements by the Department of Foreign Affairs and Bureau of Immigration e.g. valid student visa. The valid study permit apply every semester.
2. Must submit security clearance from his/her embassy.
3. Must submit a Certificate of Proficiency in English issued by the International Language Center for students who come from countries where English is not the medium of instruction in the absence of TOEFL or IELTS results.
4. An applicant must meet all other prescribed admission requirement of the University and the degree program.
5. An applicant may be admitted based on availability of slots in the degree program applied for and on a First Come First Served basis.
6. If transferee from the Philippine HEI, policies for transferees also apply.

B.5. College graduates (2nd degree takers)

1. Second degree takers may be accepted to prepare them for a masteral course (e.g. DPE) or qualify them to take a licensure examination (e.g. LET)
2. Acceptance to other courses is dependent on the availability of slots and projected years of residence

PART II. RETENTION POLICIES

The completion of degrees on an allowable time period is strictly implemented for a HEI to be eligible to the Free Higher Tuition Fee and Other School Fees (RA 10931). To help

ensure the completion of degrees on time, a new student shall upon enrolment, be assigned an ADVISER from among permanent faculty members of the concerned Department/Institute

1. Grades

- a) Maintains a GWA of at least 3.0 every semester.
 - b) Pass 50% or more of enrolled subjects for the semester.
2. **Pre-requisites:** No student shall be allowed to enroll a subject if he/she did not pass the prerequisite for that subject.
 3. Actions to address academic delinquencies (e.g. **INC = Incomplete, D=Dropped, F=Failure, PR = In Progress**) at the end of each semester of midyear are shown in Table 1.

Table 1. Actions on academic delinquencies

DELINQUENCY (INC, PR, D, F)	INTERVENTIONS				Special Actions
	Academic Advising/ 1 st Warning	Academic Advising/ 2 nd & Final Warning	Promissory Note/ Contract of undertaking (for Adviser & OSS)	Intervention by the OSS - GCU	
<i>In case of INC, PR, D</i>					
1 st semester	✓		✓	✓	
2 nd semester		✓	✓	✓	
INC or PR Grades in three (3) or more subjects (cumulative)			✓	✓	Deload *
<i>In case of Failure (F)</i>					
1 st semester of incurring a failing grade	✓		✓	✓	Deload *
2 nd semester		✓ (2nd warning)	✓	✓	Deload & Final Warning
3 rd semester		✓		✓	Non- admission at the college
4 th semester		✓			Non- admission at BSU**

Note: *The number of units to be deloaded shall correspond to the units of delinquency. **With the University President's knowledge

PART III. RESIDENCY REQUIREMENTS

As a subsidized Higher Education Institution, there should be a timetable for students to complete their degrees so that other qualified students may also enjoy the same opportunity. RA 10931 allows only one (1) year of extension. Hence, all students are enjoined to observe the prescribed residency period (PRP).

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Table 2. Residency Requirements

<i>Prescribed Residency Period (depends on degree program)</i>	<i>Allowable Extension</i>	<i>Maximum Residency Period</i>
4 years	+2 years	6 years
5 years	+2 years	7 years
6 years	+2 years	8 years

1. Exemptions may be granted to working students upon the assessment and recommendation by the Dean and Approval of the Vice President for Academic Affairs. Employment records e.g. contract shall be submitted.
2. Students who failed to complete their degree program within the maximum residency may be allowed to continue for another two (2) years upon recommendation of the Department Chair and the Dean. However, those pursuing a board program, are required to re-enroll course audit or competency appraisal courses during their last school year.
3. Any student can avail of a leave of absence (LOA) from school for justifiable cause for a maximum of 1 year (cumulative or continuous) during his/her residency period. The LOA shall NOT be subtracted from the residency period except in cases when such LOA has been waived by the university.
4. Students who failed to complete their degree program within the maximum residency may be allowed to continue for another two (2) years upon recommendation of the Department Chair and the Dean. However, those pursuing a board program, are required to re-enroll course audit or competency appraisal courses during their last school year.

PART IV. OTHER POLICIES

1. Any student who dropped or obtained failing grades in any prerequisite course/subject shall not be allowed to enroll the course/subject requiring such.
2. Undergraduate thesis maybe enrolled up to three (3) times. If still without any accomplishment, give a final grade of 5.0 (failed). If the student intends to enroll again, he or she is advised to seek a new adviser.
3. Any student who incurred failing grades due to prolonged illness or medical treatment or other reasonable absences shall be given consideration upon the recommendation of the Office of Student Services through the Guidance Counseling Unit and Approved by the College Dean/Institute Director. Reconsideration is granted to a student twice only.

Attested:

(SGD) GRACE TAGUBA BENGWAYAN
University Board Secretary

(SGD) FELIPE SALAING COMILA
University President

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